



Job Description

Senior Occupational Health Nurse

Post Number:	RH118- North; RH115- South
Grade /Scale:	PO43 – Salary £45,873- £49,134
Weekly Hours:	37 hours
Department:	Occupational Health
Status:	Established
Responsible To:	Head of Occupational Health
Responsible for:	Occupational Health Nurse/ Screening Nurse/Technician
Job Role /Purpose:	<p>To deliver a safe and effective occupational health service to the Regional Police Forces as part of the occupational health team. You must be flexible and have an ability to travel for business purposes.</p> <p>You must have 3 years continuous UK residency to be eligible to apply.</p>
Health and Safety:	<p>To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.</p>
Contacts:	<p>All officers and Police staff of the Regional Forces, Force Medical officers and other medical and professional persons associated with this role.</p>
Equality and Diversity	<p>Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.</p>

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

- Be a Registered Nurse.
- Hold an Occupational Health qualification at post graduate diploma level or demonstrate equivalent experience.

Work Experience:

- Significant experience of working as a high-level practitioner in occupational health with the ability to work autonomously to provide advice and guidance at senior management levels and to the working population.
- Experience of delivering a health surveillance programme with the practical application, interpretation and analysis of data/ information and making appropriate recommendations.
- Experience of leading on projects to timescales and what personal skills they have to cope with work demands and pressures.
- Experience of supervising other clinical staff.

Personal / Interpersonal Skills, Aptitudes:

- Strong verbal, written and interpersonal skills combined with the ability to communicate confidently and effectively at all levels, whilst maintaining good working relationships with a diverse range of people.
- Able to make and justify decisions using initiative and judgement through the analysis of medical information and testing data without supervision and know when to escalate for support to ensure compliance with the NMC Code of Conduct.
- High levels of attention to detail and accuracy in their work.
- Personal awareness of diversity issues and encourage an inclusive environment of equal opportunity and openness.

Special Skills:

- Computer literate with an ability to use Microsoft Office and an occupational health management system to develop templates and documents to support service delivery.
- An understanding of the General Data Protection Regulations (GDPR), Data Protection Act and all legislation in relation to medical confidentiality including storage, access and transfer of medical records and medical consent.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/ Education (including qualifications):

- To be on Part 3 of the NMC Register or demonstrate through practice portfolio equivalent experience.

Work Experience:

- The ability to effectively manage/lead and organise workloads for self and the team in order to optimise service delivery.
- Experience of delivering a range of complex health initiatives e.g. a health promotion programme.
- Recent experience of work with an emergency service/ public sector organisation.
- Experience of leading a change in practice.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

- To deliver and maintain a safe and effective Occupational Health Service at regional sites.
- To triage and prioritise management referrals.
- To undertake case management and provide a range of advice and support for workplace adjustments, restrictions and proactive measures to support health and wellbeing.
- To set up for a clinic, be able to undertake validate/calibrate and maintain the equipment following any cleaning regimes.
- To order and maintain the stock levels of clinical supplies/consumables.
- To undertake pre-placement health assessments required for specific roles.
- To undertake health surveillance tests including spirometry and audiometry as required.
- To undertake fitness for task medical assessments.
- To safely store and administer vaccines that are required for operational purposes.
- Obtain venous blood samples.
- Offer appropriate management/advice following needle stick/human bite injuries.
- To deliver health and wellbeing assessments.
- To deliver a health promotion programme based on regional/force research and data to support the requirements of the public health agenda proactively assisting individuals to make healthy lifestyle choices.
- To make and retain confidential and accurate records as appropriate.
- To liaise with partner agencies and other external bodies.
- To have an understanding of organisational risk and the steps to mitigate for these.
- To use professional and clinical judgement to make appropriate decisions and give recommendations in all areas of the role.
- To undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
- This role description should develop along with the changing demands of policing reflected in Force objectives and priorities.
- Be flexible in terms of working location and be prepared to work at other locations within the EMCHRS OHU.

Management/Leadership:

- To implement Performance Development Review (PDR) throughout your team to encourage motivation and to develop individuals to reach their potential and address performance issues where standards are not met.
- Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.
- To be a member of the clinical senior leadership team.

- Budget management activity commensurate with the role.
- To assist in formulation of occupational health related policies, procedures and guidance, which will include attending committees, working parties and management meetings to provide professional occupational health advice.
- Maintain awareness of occupational health research and development and ensure practice is evidence based and current.
- Support the Forces to monitor and manage the provision of medical and occupational health interventions for more than 5000 officers and staff.
- Advise and guide the organisation on legislative requirements for immunisation programmes and risk assessed health checks, monitoring deviation from norms, standards of hygiene and control of infectious disease.
- Liaise with the Force Medical Officer, Selected Medical Practitioner and Health and Safety Practitioner to make recommendations on rehabilitation and return to work plans,
- Provide specialist occupational health advice to managers and HR staff on complex cases.
- Provide specialist occupational health advice to Health and Safety to manage occupational health risks.

Communication:

- Give advice and guidance on occupational health matters to members of the Force in order to facilitate effective management of staff and the provision of a healthy working environment balancing clinical/ethical requirements against those of the business.
- Ensure effective communication mechanisms are in place within your team, particularly those necessary to achieve consistency of practice, changes to practice and team well-being.
- Act as a representative for the EMCHRS Occupational Health Unit at meetings and seminars.

General:

- Ensure that confidentiality of employee records is maintained.
- To assist fellow clinicians within the OHU as required and directed.
- To undertake such other duties commensurate with the post as may be required for the safe and effective performance of the role.
- This role description should develop along with the changing demands of policing reflected in Force objectives and priorities.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity
Impartiality
Transparency
Public Service

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

Recruitment Vetting (RV)

Car User: Yes – Essential Allowance